



## MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training webinars to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills, and competencies of MCG employees.

### April 2021 Training Opportunities – Space Available

Join OHR for these professional development live training webinars.

For computer training schedule list, click [here](#).

Webinar Title	Audience	Date	Time
ADA as Amended: Employment Law	Mandatory for all Supervisors and Managers	Apr 1	9:30 a.m. – 12 p.m.
Managing Your Emotions in the Workplace	All Employees	Apr 1	9 - 11 a.m.
Preventing Workplace Harassment	Mandatory for All Employees	Apr 1	9 a.m. - 12 p.m.
Performance Planning and Appraisal	Managers and Supervisors	Apr 1	11:15 a.m. – 1:15 p.m.
Sustaining Resilience Class	Supervisors and Managers	Apr 2	9 – 11 a.m.
Preventing Workplace Harassment	Mandatory for All Employees	Apr 6	9 a.m. - 12 p.m.
ERS Applying for Retirement- A,E,F,G,H,J – Retire on 6/1/21 (registration closes 2 weeks in advance of the course)	All Employees	Apr 7	9:30 – 11 a.m.
Health Insurance Applying to Retire Class (Retire on 6/1/21) (registration closes two weeks in advance of the course)	All Employees	Apr 7	11 a.m. – 12:30 p.m.

<b>Payment Processing</b>	Required for all Contract Administrators	Apr 8	10 a.m. – 12 p.m.
<b>Mastercard P-Card Training</b>	Employees who are authorized to use Purchase Cards as part of their job in MCG	Apr 8	1 – 3 p.m.
<b>Coaching Difficult Employee Performance</b>	Managers and Supervisors	Apr 12	9 – 11 a.m.
<b>Delivering Customer Service Excellence</b>	All Employees	Apr 12	11:15 a.m. – 1:15 p.m.
<b>Keeping Cool: A Manager's Guide to Controlling Emotions</b>	Managers and Supervisors	Apr 12	1:30 – 3:30 p.m.
<b>What's Next for You? Intentional Career Growth</b>	All Employees- Targeted for those who aspire to leadership roles in MCG	Apr 14	12 – 1 p.m.
<b>Overview of Contract Administration</b>	Mandatory for all MLS, PLS, and Contract Administrators	Apr 14	1 – 4 p.m.
<b>Interviewing and Selecting Employees</b>	Required for all Interview Panel Member and Hiring Managers	Apr 20	9 a.m. - 12 p.m.
<b>ERS Retirement Planning – ERS Groups A, E, F, G, H, J</b>	All Employees	Apr 21	9:30 – 11 a.m.
<b>Health Insurance Planning for Retirement</b>	All Employees	Apr 21	11 a.m. – 12:30 p.m.
<b>Aspiring Leaders Discussion Class</b>	All Employees	Apr 22	1 – 2 p.m.
<b>Intro to Managing in a Union Setting</b>	Required for All Supervisors and Managers	Apr 22	1 – 4 p.m.
<b>Enhanced Employment Application and Qualification Process</b>	All Employees	Apr 23	9 – 11 a.m.

<b>Contract Drafting and Risk Management Class</b>	Required for all Contract Administrators	Apr 27	9 a.m. – 1 p.m.
<b>Calming the Angry Customer</b>	All Employees	Apr 29	9 – 11 a.m.
<b>Interpersonal Skills in Business</b>	All Employees	Apr 29	11:15 a.m. – 1:15 p.m.
<b>Mastercard P-Card Training</b>	Employees who are authorized to use Purchase Cards as part of their job in MCG	Apr 29	1 – 3 p.m.

*FY21 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.*

### Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG ExtranetPortal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- **Register no later than 48 hours in advance of the virtual class. The instructor will send a webinar link to all pre-registered participants 24 hours in advance of the class.**

### ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov) at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.